

# *Precious Gems Academy*

## *Enrollment Checklist*

*What is needed before your child can start at Precious Gems Academy*

- Birth Certificate*
- Universal Health Form*
- Immunization Records*
- Completed Enrollment Packet*

*What is needed for the first day at Precious Gems Academy*

### *Infant Program*

- Diapers*
- Diaper Cream*
- 3 bottles*
- Extra Clothing*
- Formula (if not using school supplied)*
- 2 Crib Sheets*
- Pacifier (If uses one at home)*

### *Waddler/Toddler Program*

- Diapers*
- Diaper Cream*
- Extra Clothing*
- Water Bottle*
- Crib Sheet*
- Blanket*

### *Pre-School Program*

- Extra Clothing/underwear*
- Crib Sheet*
- Blanket*
- Water bottle*

### *Pre-K Program*

- Extra Clothing*
- Water Bottle*

# *Precious Gems Academy*

## *Schedule for 2022-2023 School Year*

*CHILD'S NAME:* \_\_\_\_\_

*CLASS:* \_\_\_\_\_

*BIRTHDAY:* \_\_\_\_\_

*SCHEDULE: (please circle)*

*M            T            W            TH            F*

*FULL-TIME (7:15AM-6:00PM)*

*PART-TIME (9:00AM- 3:00PM)*

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*PARENT/GUARDIAN NAME:*

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*PARENT/GUARDIAN SIGNATURE:*

*SPECIAL NOTES:*

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# ENROLLMENT APPLICATION

|                |            |                  |
|----------------|------------|------------------|
| Name Of Child: | Birthdate: | Enrollment Date: |
|----------------|------------|------------------|

|                                    |   |                 |                     |  |
|------------------------------------|---|-----------------|---------------------|--|
| <b>PARENT/GUARDIAN INFORMATION</b> | <i>Please check the box (<input type="checkbox"/>) to indicate the primary residence of the child listed above.</i> |                 |                     |  |
|                                    | PARENT/GUARDIAN # 1   |                 | PARENT/GUARDIAN # 2 |  |
|                                    | Name:   |                 | Name:               |  |
|                                    | Relationship:   |                 | Relationship:       |  |
|                                    | Cell Phone:   |                 | Cell Phone:         |  |
|                                    | Home Phone:   |                 | Home Phone:         |  |
|                                    | Home Address:   |                 | Home Address:       |  |
|                                    | Employer Name:  |                 | Employer Name:      |  |
|                                    | Employer Phone:   |                 | Employer Phone:     |  |
|                                    | Employer Address:   |                 | Employer Address:   |  |
| E-Mail Address:                    |   | E-Mail Address: |                     |  |

|                           |   |  |                  |  |
|---------------------------|---|--|------------------|--|
| <b>EMERGENCY CONTACTS</b> | Persons authorized to pick up your child and/or contact in case of emergency if neither parent is available to assume responsibility for the child. |  |                  |  |
|                           | Contact Name #1:  |  | Contact Name #2: |  |
|                           | Relationship:   |  | Relationship:    |  |
|                           | Cell Phone:   |  | Cell Phone:      |  |
|                           | Home Phone:   |  | Home Phone:      |  |
|                           | Employer Phone:   |  | Employer Phone:  |  |

|                |  |  |
|----------------|--|--|
| <b>CUSTODY</b> | Name of person PROHIBITED from picking up your child:  |  |
|                | If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, please submit documentation to this effect for the center to maintain a copy on file, and to comply with the terms of the court order. |  |

|                    |  |  |
|--------------------|--|--|
| <b>PERMISSIONS</b> | I give permission for my child to participate in <b><u>WALKING TRIPS</u></b> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated. | I <b><u>DO NOT</u></b> permission for my child to participate in <b><u>WALKING TRIPS</u></b> within the center's neighborhood, using routes that pose no known safety hazards to children, with the understanding that the walk involves no entrance into another facility unless otherwise indicated. |
|                    | I give permission for my child to be <b><u>PHOTOGRAPHED</u></b> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet.  | I <b><u>DO NOT</u></b> give permission for my child to be <b><u>PHOTOGRAPHED</u></b> during normal daycare hours, field trips, or activities and understand that photographs may be used in promoting child care services, either in print or on the Internet.   |

|                     |   |
|---------------------|---|
| RECEIPT OF POLICIES | <p>I (we) attest that all of the information on this application is accurate, and that I (we) have received the following information:</p> <ul style="list-style-type: none"> <li>Center Policies and Procedures</li> <li>Information to Parents Document</li> <li>Policy on the Expulsion of Children from Enrollment</li> <li>Policy On The Use Of Technology And Social Media</li> <li>Policy On The Management Of Illnesses/Communicable Diseases</li> <li>Policy On The Release Of Children</li> <li>Policy on the Methods of Parental Notification of Injuries (if applicable)</li> <li>Other:</li> <br/> <li>Other:</li> </ul> |
|---------------------|---|

|   |   |  |
|---|---|--|
| MEDICAL INFORMATION   | Child's Health Care Provider:           |  |
|   | Health Care Provider Phone:             |  |
|   | Health Care Provider Address:           |  |
|   | Name Of Insurance Company/Hmo:          |  |
|   | Group #:                                |  |
|   | Identification #:                       |  |
|   | Subscriber's Name On Insurance Card:    |  |
|   | Known Allergies (including medication): |  |
|   | Medication My Child Is Taking:          |  |
| List Special Conditions, Disabilities, Medical/Physical Restrictions, Medical Information For Emergency Situations: |   |  |

|                  |   |
|------------------|---|
| HEALTH STATEMENT | <p>As the parent/guardian of the above named child, I certify that he/she is in good physical health and may participate in the normal activities of the program and has no conditions or specific needs that require specific accommodations, unless otherwise indicated in the medical information provided above or an attached Universal Health Record or a Care Plan for Children with Special Health Needs.</p> <p style="text-align: right;">Parent/Guardian Initials:</p> |
|------------------|---|

|                     |  |
|---------------------|--|
| EMERGENCY TREATMENT | <p>As the parent(s)/ legal guardian(s) of the above named child, I (we) attest that the information above is correct. I (we) authorize the child care center staff to obtain emergency treatment for my child and understand that I (we) shall be promptly notified.</p> <p style="text-align: right;">Parent/Guardian Initials:</p> |
|---------------------|--|

|                               |       |                               |       |
|-------------------------------|-------|-------------------------------|-------|
| Parent/Guardian Signature #1: | Date: | Parent/Guardian Signature #2: | Date: |
|-------------------------------|-------|-------------------------------|-------|

## Preschool Enrollment Intake Form

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M F

### Eating

Is your child on any special diet? \_\_\_Vegetarian \_\_\_ovo-lacto \_\_\_vegan \_\_\_other

Does your child have any food allergies? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

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Would you allow us to post a photo of your child to alert all staff to his/her allergy? Yes No

What does your child use to drink?

\_\_\_bottle \_\_\_sippy cup \_\_\_regular cup \_\_\_nursing \_\_\_other: \_\_\_\_\_

How often does your child eat? \_\_\_\_\_

### Sleeping

Does your child nap? \_\_\_\_\_ How many times per day? \_\_\_\_\_ How long? \_\_\_\_\_

Does your child sleep with a special blanket, toy or "lovey", or pacifier? Yes No

Are there specific bedtime routines at home? \_\_\_\_\_

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Where does your child sleep at home? \_\_\_\_\_

### Toileting

Does your child use diapers? Yes No \_\_\_Cloth \_\_\_Disposable \_\_\_Pull ups

If cloth, remember that we are unable to launder diapers and they will be bagged and sent home un-rinsed and un-emptied.

Are there any specific ointments or lotions your family uses: \_\_\_\_\_

Does your child use a potty or the toilet? \_\_\_\_\_

How does your child let you know that it's time "to go"? \_\_\_\_\_

Does your child need regular reminders to use the bathroom Yes No

### Development

Do you have any concerns about your child's development? Yes No

\_\_\_Hearing \_\_\_Vision \_\_\_Language \_\_\_Gross Motor \_\_\_Fine Motor \_\_\_Social \_\_\_Other

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What is your child's primary spoken language? \_\_\_\_\_

Are there other languages being used with your child \_\_\_\_\_

## Preschool Enrollment Intake Form

### Social and Emotional development

Has your child been in child care before?      Yes      No

Is your child comfortable in group situations?      Yes      No

What is your child's regular routine when at home? \_\_\_\_\_  
\_\_\_\_\_

Is there anything we should know about your child's play with other children, by themselves, any concerns?  
\_\_\_\_\_  
\_\_\_\_\_

What kinds of activities does your child enjoy? Are there activities your child avoids?  
\_\_\_\_\_

How would you describe your child's temperament and personality? \_\_\_\_\_  
\_\_\_\_\_

Does your child have any siblings? \_\_\_\_\_

Does your family have any pets? \_\_\_\_\_

What soothes your child? \_\_\_\_\_  
\_\_\_\_\_

What frightens your child? \_\_\_\_\_  
\_\_\_\_\_

Does your child have any favorite songs or games that comforts them? \_\_\_\_\_  
\_\_\_\_\_

What are your expectations or hopes for your child at our child care center?  
\_\_\_\_\_

What are your expectations for the Children's Center and Center staff members?  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything regarding your family, extended family or child that you would like to share with us?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 2023 NEW JERSEY CHILD AND ADULT CARE FOOD PROGRAM ELIGIBILITY APPLICATION

NAME(S) & AGE(S) OF ENROLLED PARTICIPANT \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_;  
(Name) (Age) (Name) (Age)

OPTIONAL: RACIAL/ETHNIC IDENTITY OF PARTICIPANT

Check one ETHNIC identity:

Hispanic or Latino  Not Hispanic or Latino

Mark one or more RACIAL identity (ies):

American Indian or Alaska Native  Asian  Black or African American  
 Native Hawaiian or Other Pacific Islander  White

### Enrollment Information

Check (✓) each day the above participant is enrolled for care, the hours of care each day, and the meal type(s) served:

DAYS OF CARE:  MON  TUES  WED  THURS  FRI  SAT  SUN

HOURS OF CARE: \_\_\_\_\_

Swing / Rotating Shifts: (If Applicable) \_\_\_\_\_

MEAL TYPES SERVED:  BREAKFAST  A.M. SUPPLEMENT  LUNCH  P.M. SUPPLEMENT  DINNER

### CHILD DAY CARE FOOD PROGRAM PARTICIPANTS ONLY

**OPTION 1A:** BENEFICIARIES of Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR)

If you are now receiving SNAP, TANF or FDPIR for this child, complete one of the following numbers:

SNAP CASE # \_\_\_\_\_ OR TANF CASE # \_\_\_\_\_ OR FDPIR CASE # \_\_\_\_\_

**OPTION 1B: FOSTER CHILD**

If you are applying for a foster child, check the box and list any personal income which has been identified by specific category such as clothing, school fees, allowances, etc.:

FOSTER CHILD  INCOME \$ \_\_\_\_\_

### ADULT DAY CARE FOOD PROGRAM PARTICIPANTS ONLY

**OPTION 2:** BENEFICIARIES of SNAP, FDPIR, SSI or Medicaid

If you are now receiving SNAP, SSI, FDPIR or Medicaid complete one of the following numbers:

SNAP # \_\_\_\_\_ OR FDPIR CASE # \_\_\_\_\_ OR SSI CASE # \_\_\_\_\_ OR MEDICAID CASE # \_\_\_\_\_

### OPTION 3: HOUSEHOLD ELIGIBILITY - COMPLETE IF YOU DID NOT COMPLETE OPTION 1A, OPTION 1B, OR OPTION 2

Complete the following information: Household Members, Social Security Numbers and Income.

| NAMES OF ALL OTHER HOUSEHOLD MEMBERS: (Related and Unrelated)    | MONTHLY INCOME (Complete One Or More - Before Deductions) |   |   |                                       |                          |
|--|---|---|---|---------------------------------------|--------------------------|
|  | MONTHLY (Gross Earnings) WAGES / SALARY                   | MONTHLY SOCIAL SECURITY PENSIONS RETIREMENT | MONTHLY UNEMPLOYMENT WORKMEN'S COMPENSATION | MONTHLY WELFARE CHILD SUPPORT ALIMONY | MONTHLY ANY OTHER INCOME |
| 1.   | \$  | \$  | \$  | \$                                    | \$                       |
| 2.   | \$  | \$  | \$  | \$                                    | \$                       |
| 3.   | \$  | \$  | \$  | \$                                    | \$                       |
| 4.   | \$  | \$  | \$  | \$                                    | \$                       |
| 5.   | \$  | \$  | \$  | \$                                    | \$                       |
| 6.   | \$  | \$  | \$  | \$                                    | \$                       |
| 7.   | \$  | \$  | \$  | \$                                    | \$                       |
| 8.   | \$  | \$  | \$  | \$                                    | \$                       |
| 9.   | \$  | \$  | \$  | \$                                    | \$                       |
| 10.  | \$  | \$  | \$  | \$                                    | \$                       |
| <b>TOTAL NUMBER IN HOUSEHOLD (INCLUDE ENROLLED PARTICIPANT):</b> |   |   |   |                                       | \$                       |
| <b>TOTAL GROSS HOUSEHOLD INCOME:</b>                             |   |   |   |                                       | \$                       |

**ADULT HOUSEHOLD MEMBER SIGNATURE and LAST FOUR DIGITS of SOCIAL SECURITY NUMBER:** (See Privacy Act Statement below)

An Adult Household Member must sign and date this form, and list the last four (4) digits of his or her Social Security Number.

If you do not have a social security number, mark the box (☒) - "I do not have a Social Security Number".

**PENALTIES FOR MISREPRESENTATION:** I certify that all of the above information is true and correct and that the Food Stamp, TANF, SSI, or Medicaid Number of the enrolled participant is correct, or that all income is reported. I understand that this information is being given for the receipt of Federal funds issued to the day care center based on the information I provide. I understand that CACFP officials may verify this information; and that deliberate misrepresentation may result in the participant losing meal benefits, and I may be prosecuted under the applicable State and Federal laws. **An Adult Household Member must complete the following:**

Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Print name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Last four (4) digits of Social Security Number: \* \* \* - \* \* \* - \_\_\_\_\_  I do not have a Social Security Number

**PRIVACY ACT STATEMENT:** The National School Lunch Act requires that, unless the participants' Case Number is provided, you must include the Social Security Number of the adult household member signing the application or indicate that the household member does not have a Social Security Number. Provision of a Social Security Number is not mandatory, but if a Social Security Number is not given or an indication is not made that the signer does not have such a number, the participant cannot be determined eligible for free or reduced priced menus. The Social Security Numbers may be used to identify you for verifying the correctness of information stated on the application. These verifications may include audits, investigations and may include contacting employers to determine income, contacting a Food Stamp or TANF office to determine current certification for receipt of Food Stamps or TANF benefits, contacting the State Employment Security office to determine the amount of benefits received and checking the documentation produced by household members to verify the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported. These acts must be told to all household members whose Social Security Numbers are reported on this form.

### TO BE COMPLETED BY DAY CARE AGENCY ONLY - DO NOT WRITE BELOW THIS LINE

Determination: Free \_\_\_\_\_ Reduced \_\_\_\_\_ Paid \_\_\_\_\_

Signature of Determining Official: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL MONTHLY INCOME \$ \_\_\_\_\_

Conversion factors to figure monthly income: Weekly x 4.33

Twice a month x 2

Every 2 weeks x 2.15

# 2022-2023 CHILD AND ADULT CARE FOOD PROGRAM LETTER TO PARENT/PARTICIPANT

Dear Parent/Participant:

Our agency depends on Child and Adult Care Food Program funds to provide meals at no separate charge to all participants. Complete information is necessary in order to receive the maximum funds available through the United States Department of Agriculture. The information will serve as documentation that our enrolled participants are eligible for the Child and Adult Care Food Program. You may complete and submit one CACFP eligibility application for all participants from the same household that are enrolled for care with our agency.

Household members include everyone in your household (such as grandparents, other relatives, or friends who live with you) who share income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you. Once properly categorized for free or reduced price benefits, whether through income or by providing a current SNAP, FDPIR, or TANF case number (SNAP, FDPIR, SSI, or Medicaid case number for Adult Day Care Participants), you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within those eligibility standards.

The income that you report must be the total gross income received by all members of your household.

The "Eligibility Income Scale" for reduced-price meals is included in this letter for your information. If your income is less than or equal to these reduced- priced standards, the participant is eligible for free or reduced-price meals from the Child and Adult Care Food Program, which means increased reimbursement for our center and increased nutritional benefits for the participant.

Please complete, sign and return the form so that our center may receive maximum reimbursement. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. This form will be placed in our files and treated as confidential information. Your cooperation is vital and appreciated.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250; or 2. Fax (833) 256-1665 or (202) 690-7442; or 3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

X \_\_\_\_\_  
(Signature of Day Care Center Representative)

\_\_\_\_\_  
(Name of Day Care Center)

**TO APPLY, YOU MUST COMPLETE ONE OF THREE OPTIONS.**

1. List the Name of the participant (First and Last Names).
2. Complete the Days, Hours of Care, and the meal types served to the enrolled participant. (One time requirement for Adult Day Care participants.)

**Option 1A or 1B - CHILD CARE PARTICIPANTS ONLY:**

If you receive SNAP, TANF, or FDPIR benefits for the participant, list the SNAP, TANF or FDPIR Case Number and Sign and Date the form. If you are applying for a Foster Child who is under the legal responsibility of the welfare agency or court, Check the Box and Sign and Date the form.

A FOSTER CHILD'S PERSONAL USE INCOME is defined as follows:

- a) Funds received from a welfare agency, which can be identified for personal use of the child. Where funds provided by the welfare agency are specified by agency, i.e., funds for shelter and care; special needs funds; and funds for personal needs such as clothing, school fees, allowances, etc., only those funds that can be identified as personal use funds shall be considered as income.
- b) Money received in hand from any source. This includes, but is not limited to, funds received from trust accounts, monies provided by the child's family for personal use and earnings from employment other than occasional or part-time (e.g., paper routes, baby-sitting).

**Option 2 – ADULT CARE PARTICIPANTS ONLY:**

If you receive SNAP, FDPIR, SSI or Medicaid benefits for the participant, indicate the SNAP, FDPIR, SSI or Medicaid Case Number and Sign and Date the form.

**Option 3 – CHILD CARE AND ADULT PARTICIPANTS:**

If you do not receive SNAP, TANF, FDPIR, SSI or Medicaid benefits for the participant, you must complete:

3. Names of all (Related or Unrelated) household members
4. List the household income (Monthly Gross Earnings) for each household member.
5. Total number in household (#1 + #3 above).
6. Total the gross income of all household members.
7. Sign, Print and complete the full address of the Adult Household Member signing the application.
8. Date the form and complete the telephone number of Adult Household Member signing the application.
9. List the last four (4) digits of the social security number for the Adult Household Member signing the application or indicate that the Adult Household Member signing the application does not possess a social security number.

**ELIGIBILITY INCOME SCALE Effective from  
July 1, 2022 to June 30, 2023**

| HOUSEHOLD SIZE                       | REDUCED             |                   |                   |
|--------------------------------------|---------------------|-------------------|-------------------|
|                                      | ANNUAL              | MONTHLY           | WEEKLY            |
| 1                                    | \$17,668 - \$25,142 | \$1,474 - \$2,096 | \$ 341 - \$ 484   |
| 2                                    | \$23,804 - \$33,874 | \$1,985 - \$2,823 | \$ 459 - \$ 652   |
| 3                                    | \$29,940 - \$42,606 | \$2,496 - \$3,551 | \$ 577 - \$ 820   |
| 4                                    | \$36,076 - \$51,338 | \$3,008 - \$4,279 | \$ 695 - \$ 988   |
| 5                                    | \$42,212 - \$60,070 | \$3,519 - \$5,006 | \$ 813 - \$1,156  |
| 6                                    | \$48,348 - \$68,802 | \$4,030 - \$5,734 | \$ 931 - \$1,324  |
| 7                                    | \$54,484 - \$77,534 | \$4,542 - \$6,462 | \$1,049 - \$1,492 |
| 8                                    | \$60,620 - \$86,266 | \$5,053 - \$7,189 | \$1,167 - \$1,659 |
| <b>Each Additional Family Member</b> | <b>+8,732</b>       | <b>+728</b>       | <b>+168</b>       |



**Precious Gems Academy Inc.**  
433 Us Hwy 202  
Flemington Nj, 08822  
(908) 237-0500/ fax: (908) 237-0805  
info@preciousgemsacademy.org

## **Facial Mask Waiver**

As part of the CDC guidelines and Department of Children and Families, children under the age of two are not required to wear mask. This is to prevent suffocation of the child's airways. Children over the age of two, are recommended to wear a facial mask inside the building but not required for outside play time.

While our students' health is our priority, we understand that it is up to the family's discretion for the child to be required to wear a mask. By filling out this form, you will indicate your preference for your child. If a child is not required by the parent/guardian to wear a mask. Precious Gems Academy will not be liable if the child becomes sick.

I \_\_\_\_\_ Parent of  
(parent's name)  
\_\_\_\_\_, require for my child to always  
(child's name)  
wear a mask inside the building.

I \_\_\_\_\_ Parent of  
(parent's name)  
\_\_\_\_\_, do not require for my child to  
(child's name)  
wear a mask and understand that Precious Gems Academy is not liable if my  
child gets sick.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

# UNIVERSAL CHILD HEALTH RECORD

Endorsed by: American Academy of Pediatrics, New Jersey Chapter  
New Jersey Academy of Family Physicians  
New Jersey Department of Health

| SECTION I - TO BE COMPLETED BY PARENT(S)  |  |   |                                     |
|---|--|---|-------------------------------------|
| Child's Name (Last) _____ (First) _____   |  | Gender<br><input type="checkbox"/> Male <input type="checkbox"/> Female                       | Date of Birth<br>____ / ____ / ____ |
| Does Child Have Health Insurance?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   | If Yes, Name of Child's Health Insurance Carrier _____ |   |                                     |
| Parent/Guardian Name _____  | Home Telephone Number<br>(____) ____ - ____            | Work Telephone/Cell Phone Number<br>(____) ____ - ____  |                                     |
| Parent/Guardian Name _____  | Home Telephone Number<br>(____) ____ - ____            | Work Telephone/Cell Phone Number<br>(____) ____ - ____  |                                     |
| <b><i>I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.</i></b> |  |   |                                     |
| Signature/Date _____  |  | This form may be released to WIC.<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                     |

| SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER |   |  |  |
|--|---|--|--|
| Date of Physical Examination: _____                  |   | Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Abnormalities Noted:                                 | Weight (must be taken within 30 days for WIC) |  |  |
|  | Height (must be taken within 30 days for WIC) |  |  |
|  | Head Circumference (if <2 Years)              |  |  |
|  | Blood Pressure (if ≥3 Years)                  |  |  |

|                      |   |
|----------------------|---|
| <b>IMMUNIZATIONS</b> | <input type="checkbox"/> Immunization Record Attached<br><input type="checkbox"/> Date Next Immunization Due: _____ |
|----------------------|---|

| MEDICAL CONDITIONS   |  |          |
|--|--|----------|
| Chronic Medical Conditions/Related Surgeries<br>• List medical conditions/ongoing surgical concerns: | <input type="checkbox"/> None<br><input type="checkbox"/> Special Care Plan Attached | Comments |
| Medications/Treatments<br>• List medications/treatments:   | <input type="checkbox"/> None<br><input type="checkbox"/> Special Care Plan Attached | Comments |
| Limitations to Physical Activity<br>• List limitations/special considerations:                       | <input type="checkbox"/> None<br><input type="checkbox"/> Special Care Plan Attached | Comments |
| Special Equipment Needs<br>• List items necessary for daily activities                               | <input type="checkbox"/> None<br><input type="checkbox"/> Special Care Plan Attached | Comments |
| Allergies/Sensitivities<br>• List allergies:   | <input type="checkbox"/> None<br><input type="checkbox"/> Special Care Plan Attached | Comments |
| Special Diet/Vitamin & Mineral Supplements<br>• List dietary specifications:                         | <input type="checkbox"/> None<br><input type="checkbox"/> Special Care Plan Attached | Comments |
| Behavioral Issues/Mental Health Diagnosis<br>• List behavioral/mental health issues/concerns:        | <input type="checkbox"/> None<br><input type="checkbox"/> Special Care Plan Attached | Comments |
| Emergency Plans<br>• List emergency plan that might be needed and the sign/symptoms to watch for:    | <input type="checkbox"/> None<br><input type="checkbox"/> Special Care Plan Attached | Comments |

| PREVENTIVE HEALTH SCREENINGS   |                |              |                |                |                  |
|--|----------------|--------------|----------------|----------------|------------------|
| Type Screening   | Date Performed | Record Value | Type Screening | Date Performed | Note if Abnormal |
| Hgb/Hct  |                |              | Hearing        |                |                  |
| Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous |                |              | Vision         |                |                  |
| TB (mm of Induration)  |                |              | Dental         |                |                  |
| Other:   |                |              | Developmental  |                |                  |
| Other:   |                |              | Scoliosis      |                |                  |

|  |                             |
|--|-----------------------------|
| <input type="checkbox"/> <b><i>I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.</i></b> |                             |
| Name of Health Care Provider (Print) _____   | Health Care Provider Stamp: |
| Signature/Date _____   |                             |

# Instructions for Completing the Universal Child Health Record (CH-14)

## Section 1 - Parent

Please have the parent/guardian complete the top section and sign the consent for the child care provider/school nurse to discuss any information on this form with the health care provider.

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-328-3838.

## Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)

- **Weight** - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
- **Height** - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
- **Head Circumference** - Only enter if the child is less than 2 years.
- **Blood Pressure** - Only enter if the child is 3 years or older.

2. **Immunization** - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health, Vaccine Preventable Diseases Program at 609-826-4860. The Immunization record must be attached for the form to be valid.

- "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.

3. **Medical Conditions** - Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.

a. Note any significant medical conditions or major surgical history. **If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow.** A generic care plan (CH-15) can be downloaded at [www.nj.gov/health/forms/ch-15.dot](http://www.nj.gov/health/forms/ch-15.dot) or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.

b. **Medications** - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

PRN Medications are medications given only as needed and should have guidelines as to specific factors that should trigger medication administration.

*Please be specific about what over-the-counter (OTC) medications you recommend, and include information for the parent and child care provider as to dosage, route, frequency, and possible side effects. Many child care providers may require separate permissions slips for prescription and OTC medications.*

c. **Limitations to physical activity** - Please be as specific as possible and include dates of limitation as appropriate. Any limitation to field trips should be noted. Note any special considerations such as avoiding sun exposure or exposure to allergens. Potential severe reaction to insect stings should be noted. Special considerations such as back-only sleeping for infants should be noted.

d. **Special Equipment** - Enter if the child wears glasses, orthodontic devices, orthotics, or other special equipment. Children with complex equipment needs should have a care plan.

e. **Allergies/Sensitivities** - Children with life-threatening allergies should have a special care plan. Severe allergic reactions to animals or foods (wheezing etc.) should be noted. Pediatric asthma action plans can be obtained from The Pediatric Asthma Coalition of New Jersey at [www.pacnj.org](http://www.pacnj.org) or by phone at 908-687-9340.

f. **Special Diets** - Any special diet and/or supplements that are medically indicated should be included. Exclusive breastfeeding should be noted.

g. **Behavioral/Mental Health issues** - Please note any significant behavioral problems or mental health diagnoses such as autism, breath holding, or ADHD.

h. **Emergency Plans** - May require a special care plan if interventions are complex. Be specific about signs and symptoms to watch for. Use simple language and avoid the use of complex medical terms.

4. **Screening** - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public health personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.

- For lead screening state if the blood sample was capillary or venous and the value of the test performed.
- For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
- Scoliosis screenings are done biennially in the public schools beginning at age 10.

This form may be used for clearance for sports or physical education. As such, please check the box above the signature line and make any appropriate notations in the Limitation to Physical Activities block.

5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)

- Print the health care provider's name.
- Stamp with health care site's name, address and phone number.

# PARENT

## RECEIPT OF INFORMATION:

Information to Parents Document

Policy on the Release of Children

Policy on Methods of Parental Notification  
(Applicable only if a method other than a phone call is used to notify parents of an injury to a child's head, a bite that breaks the skin, a fall from a height, or an injury requiring professional medical attention.)

Policy on Communicable Disease Management

Expulsion Policy

Policy on the Use of Technology and Social Media

*I have read and received a copy of the information/policies listed above.*

Child(ren)'s Name:

---

Parent/Guardian's Name:

---

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# ***Precious Gems Academy***

## **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

# *Precious Gems Academy*

## **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

### **EXCLUDABLE COMMUNICABLE DISEASES**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

### **COMMUNICABLE DISEASE REPORTING GUIDELINES**

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)

# EXPULSION POLICY

**NAME OF CENTER:** Precious Gems Academy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

## **IMMEDIATE CAUSES FOR EXPULSION:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

## **PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

## **CHILD'S ACTIONS FOR EXPULSION:**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

## **SCHEDULE OF EXPULSION:**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

## **A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

## **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

## INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)**, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint



investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).



# **Precious Gems Academy Family Handbook 2022**

09/28/2022

Dear Partner in Education,

We welcome you to Precious Gems Academy. It is the desire of the officers of the Board to operate this Center with an Executive Director leading a team of dedicated professionals for the purpose of serving the needs of the children put in our care and their families.

We invite each Precious Gems family to become actively involved in all aspects of our mission. As prospective families, you gained basic familiarity with our philosophy, staff, and programs for children and approach to meeting learning goals. We hope that you have and will continue to utilize our website and connect with us on Facebook for updates and special events.

The purpose of this Family Handbook is to provide an organized source of detailed information specifically related to the ways that families can partner with the center to ensure a high-quality experience for all learners at Precious Gems. In addition, interested families can review and/or download supplemental materials, such as developmental goals and objectives, monthly newsletters, and calendars from our website.

Please review the handbook and other materials regularly. As your interests and schedule permit, please respond to our varied offers to become involved in Precious Gems.

We look forward to collaborating with you.

Warm Regards,

Karen Colavito  
**Director**

Raquel Gonzalez  
**Assistant Director**

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## **Educational Philosophy**

The mission of Precious Gems Academy is to educate the whole child to reach his or her potential and support families in that endeavor. We respect parents as their children's first teachers. We are committed to an inclusive approach, offering bias-free, quality care education in an environment characterized by love and acceptance.

Precious Gems educators are committed to the philosophy that children are natural learners who learn best through hands-on play in a flexible and nurturing classroom. Our teachers encourage self-confidence and socialization skills of each student by carefully tracking individual needs and development.

A look inside our classrooms reveals the implementation of The Creative Curriculum®. This child-centered curriculum is designed to help children grow physically, emotionally, socially, and intellectually. To achieve this goal, children initiate and engage in hands-on learning experiences in an atmosphere that fosters divergent thinking and creative problem solving. Play is viewed as a contributor to the overall development of the child, and, as such, is respected and encouraged.

Precious Gems Academy is a values-based academy. Therefore, everything we do encourages and develops your child's self-esteem and confidence. As part of our character development program, we strive to model and teach the values of caring, integrity, honesty, respect, and responsibility.

Our families come from a wide background of race, culture, religion, and ability. Precious Gems Academy supports and welcomes all families and strives to create classroom environments where all children are valued for their unique abilities.

We believe diversity enriches the experiences of the entire school community. Our academy celebrates diversity and incorporate anti-bias concepts into our curriculum and activities. We strive to make our programs accessible to all families and through donations and fundraising.

## **Guidelines**

The National Association for the Education of Young Children (NAEYC) has created ten standards that measure the quality of early childhood experts and are based on the latest early childhood research.

Precious Gems Academy is guided by the high-quality standards of NAEYC which include:

1. Promoting **positive relationships** for all children and adults to encourage each child's sense of individual worth.
2. Implementing a **curriculum** that fosters all areas of child development: cognitive, emotional, language, physical and social.
3. Using developmentally, culturally, and linguistically appropriate **effective teaching approaches**.
4. Providing **ongoing assessments** of a child's learning and development and communicate the child's progress to the family.
5. Promoting the **nutrition and health** of children and protect children and staff from injury and illness.
6. Employing a **teaching staff** that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.
7. Establishing and maintaining collaborative relationships with each child's **family**.
8. Establishing relationships with and uses the resources of the **community** to support the achievement of program goals.
9. Providing a safe and healthy **physical environment**.
10. Implementing strong personnel, fiscal and program management policies so that all children, families, and staff have **high-quality experiences**.

### **Staff Teams**

Precious Gems is staffed by an administrative team and a teaching team that consists of two primary caregivers and an extended day team. All teachers and administrators have many years of experience in education. Student employees often complement each team.

Academy employees are hired and managed according to the Human Resource policies of Precious Gems. They are thoroughly oriented, earn a competitive salary and if working full-time, receive full benefits including health care and paid time off. The Center provides professional development of at least 20 hours per year to teaching and administrative staff. The Center also supports everyone's goals for growth via additional seminars, publications, and professional experiences.

### **Interaction Guidelines**

Staff members follow the ethical practices of Precious Gems Academy and the National Association for the Education of Young Children and Grow NJ Kids. We share the following core values as guides for interactions among staff members, between staff and children, between staff and parents, etc.

We strive to respect each individual and work to create a positive emotional climate for all learners, with sensitivity to differences in age, ability, background, language, culture, religion, and family structure.

We use direct eye contact, smiles, warm tones of voice, positive touch, social conversations, and laughter to support the development of effective working relationships.

Our partnership in learning is supported by regular, reciprocal communication, affirming recognition of effort and accomplishment, developmentally responsiveness to initiative, emotion and concerns and proactive conflict resolution.

We are committed to reaching out to people of different races, genders, ethnicity and ability and we strive to create an environment of inclusion that celebrates our differences and highlights our commonalities. Our program accepts children with special needs as long as a safe supportive environment can be provided for the child consistent with the Americans with Disabilities Act.

### **Staff/Parent Relations**

Precious Gems allows the practice of staff providing babysitting services to children enrolled in the program. These services are not under the management and direct supervision of Precious Gems Academy. Due to this, staff and parents must sign a liability waiver form stating that Precious Gems is not liable for those services.

### **Parents as Partners**

The Academy offers family members and other caregivers a variety of ways to become involved in the child's school community, to participate in family activities and to confer with the staff to build a strong bond between home and school. Regular communication is encouraged among families, caregivers, and the school staff so that multiple perspectives on the child's development and interests can be used to enhance the child's school experience. In addition to the detailed family handbook and easily navigable website, we offer scheduled parent meetings and conferences, communication with the staff via email, monthly newsletters, monthly activities calendar and frequent spontaneous interaction.

To keep a constant open communication between the staff and our families, each family has a profile set up through our Sandbox portal. This portal gives the ability to our staff to upload pictures of the child's activities throughout the day, daily logs, feeding logs, potty and diapering logs. Through our Sandbox parent app, every parent has the flexibility to communicate with their child's caregiver. Important updates and information are constantly posted for the families to view through this portal.

A family bulletin board in each classroom provides information, extra copies of forms, flyers about local family events and parent resources.

If any parents would benefit from translation services, we will work to find a translator who is fluent in the relevant language.

Families are provided health and safety workshops and/or resources annually in topics that include preventive health care, mental/behavioral health issues, nutrition and obesity, medication administration policies and procedures, oral health practices, communicable disease prevention. Also, Family Education workshops are provided at least two (2) times per year on topics such as: early literacy, adult/family literacy, positive parent-child interactions, cultural awareness, development issues, and/or other topics that address the identified needs and interests of enrolled parent/ families.

Adult family members are welcome in the academy at any time to observe their child in a program.

Popular family events, including Christmas Concert, Trunk or Treat and classroom holiday parties and the summer finale cookout offer the whole family a chance to participate in the child's school.

If you have questions or have experienced a problem at home or school, please approach the child's primary teacher or one of the administrators directly. Recent potty-training efforts, changes in care-giving arrangements, the death of a pet, an extended absence of a parent, etc. can all cause change in a child's demeanor and behavior at school, so timely communication helps the staff respond most effectively to the child. We make every effort to dialogue with children and families in a positive manner to plan strategies, resolve issues and provide assistance in a timely and effective manner. Please also feel free to suggest ways that we can strengthen our partnership with you as together we seek to provide a high-quality learning environment for everyone in our school community.

All adult family members are invited to participate in the Academy's annual program evaluation via a survey conducted in May. Evaluation results, plans and opportunities are highlighted in our family newsletters and at our open house in the fall.

### **Developmental Objectives**

- **Self-Esteem & Independence** - encouraging each child's pride in individual characteristics, families, experiences, and accomplishments and each child's responsibility for personal care, actions, and words.
- **Interaction & Cooperation** - promoting children's social skills for diverse adult and peer relations, including listening, turn-taking, following directions, rules and routines, group participation, care for shared materials, and conflict resolution.
- **Communication** - facilitating comprehension and expression skills beginning with oral and progressing to written language.
- **Discovery & Exploration** - fostering a positive attitude toward learning through questioning, observing, and experimenting with varied materials related to diverse themes.
- **Physical Capabilities / Health & Safety** - giving children opportunities to use their growing bodies in safe ways to develop small and large motor skills, coordination, and healthy living habits.
- **Artistic Expression and Appreciation** - cultivating each child's ability to express ideas and emotions through art, music, movement, and drama.

### **Developmental Screening (ASQ) and Referral Policy**

Evidence shows that the earlier development is assessed, the greater the chance a child has to reach their full potential. Our academy uses a developmental screening tool to ensure that the needs of each child in our care are being met. The Screening tool that is used is the Ages & Stages Questionnaire, Third Edition (ASQ-3). This tool looks at the developmental progress of children between the ages of one month to 5 years through 6-month-old. As a parent, you are the expert on your child. The ASQ-3 understands the importance of parent participation in the developmental screening process and therefore parents are asked to complete this screening tool.

All newly enrolled families will receive a copy of the ASQ-3 for them to complete. The ASQ-3 will be scored by the Director of Lead Teacher and discussed at an initial family meeting within 45 days of enrollment. This report will serve as a baseline screening. A copy will be given to the parents, and another

placed in the individual child's file. Two annual screenings are offered to the parents of all enrolled children in conjunction with parent-teacher conference for the child's teacher to score and discuss the results as these conferences. A copy of the completed ASQ-3 will be given to the parents and another copy will be placed in the individual child's file. Teachers will continue to monitor any child identified with potential developmental concerns or learning difficulties. If concerns are identified with potential development concerns or learning difficulties. If concerns are identified by the screenings, an additional ASQ-3 will be completed within 4-6 months, as recommended by the tool, as a follow up. Parents will be requested to be involved in completing an updated ASQ- and the results will be discussed by the teacher and parents.

If needed based on the screening results, referrals to community resources will be given to the family. Children under the age of 3 will be referred to Early Intervention and children 3 years and up will be referred to their home school district unless the parent prefers to pursue a private evaluation. Parents will also be encouraged to follow up with their child's pediatrician. A referral list will be provided by the Director. The Director will document any referrals to outside services in the child's file. If the family chooses to pursue outside services, the director will follow up with them within 2 weeks to ensure that they have been able to successfully access community recourses. Based on results of the developmental screening, teacher observations, and the family meeting, individual learning goals for each child will be created and implemented in lesson planning by the teacher

### **Curriculum and Assessment**

The teaching team follows development and learning based on The Creative Curriculum by Teaching Strategies. Teaching team uses the six categories of objectives as a flexible framework for planning learning experiences to promote the growth of each individual child. We develop our own plans to provide children with a variety of opportunities for learning and encourage broad exploration. We support children in doing as much for themselves as possible. We strive to support a variety of social experiences by organizing our time and space to balance individual, pair, small group, and large group activities. Staff members serve as coaches while children practice social skills involved in peer interactions, friendship formation, and conflict resolution. Throughout the day, we engage children in conversation, with extra support for peer conversation at snack and lunchtime.

#### *ECERS*

The ECERS is a classroom assessment tool designed to measure the quality of group programs for infants and toddlers (birth to age 3) by collecting data through classroom observations and a staff interview. The assessment is a 43-item rating scale organized into seven environmental subscales. The items in the first six subscales are referred to as child-related, and the items in the last subscales are referred to as parent-/staff-related.

#### *ITERS*

The ITERS is a classroom assessment tool designed to measure the quality of group programs for infants and toddlers (birth to age 3) by collecting data through classroom observations and a staff interview. The assessment is a 39-item rating scale organized into seven environmental subscales. The items in the first six subscales are referred to as child-related, and the items in the last subscale are referred to as parent-/staff-related.

#### *Study Approach to Curriculum*

The teachers prepare an engaging learning environment for exploring a theme, such as building, light & color, or oceans. Children choose a rich range of materials, including diverse technologies, to entice each of the children to engage in the thematic study. They use a group meeting time each day to set the stage for the investigation and introduce relevant concepts. Then the children pursue a variety of activities that reinforce the learning goals. They avoid commercial characters and prescribed products in favor of open-ended explorations that promote creativity and imagination. They also limit screen time to short periods of activity that is not otherwise possible in the classroom, such as videos that extend a particular area of study.

#### *Assessment Plan*



Assessment is naturally integrated into the course of every day as ongoing teacher observation of group patterns and individual development is used to adjust the program to better support group and individual progress. Teaching teams consider the group's current interests and needs and then plan accordingly for the next week's explorations. At times, these reflections indicate the need for altering the classroom environment, shifting the unit focus, trying new teaching strategies, etc. If concerns about individual children's development arise and are not readily remedied via classroom adaptations, teachers will initiate a dialogue with colleagues and parents to plan approaches to try at both home and school.

Two through three times a year, the teachers combine these formal assessment techniques with more systematic assessment of each child relative to the curriculum's developmental objectives for the purpose of describing each child's developmental progress. Teaching teams work together to conduct these systematic assessments, though the child's primary teacher takes the lead in summarizing the findings. The process is typically collaborative, with the primary teacher drafting the report and then getting input from the teaching team as appropriate. Assessment is an ongoing technique reports will be shared with the parents during parent teacher conferences.

### **Classroom Observations**

To ensure that developmentally appropriate learning experience are provided to the children in our care, we observe each teacher in assigned classrooms at least four times annually. Each head teacher is to observe their corresponding classroom teachers while using the observation tool "Record of consulting Head teacher visit" provided to us by the Dept. of Licensing of NJ. To help teachers grow their teaching skills, observation notes are shared with the teacher after each visit and goals for enhancing teaching practices are agreed upon. These observations are also shared with supervisors and are incorporated into performance appraisals. At times, we may ask a peer or teaching partner to participate in the observations may be scheduled when a teacher requires additional support or coaching. Classrooms may also be observed by external assessors from agencies that regulate childcare services.

### **Home Language Policy**

Given the steady increase in the number of families and children whose home language is one other than English, is responsive to serving culturally and linguistically diverse populations. We are supportive of other languages through labeling of items throughout the care space and by providing access to materials in the home language. We also provide pictures, where necessary, around the classroom and encourage the promotion of language.

### **Indoor/ Outdoor Play Policy**

ACTIVE play and movement are important for every child's growth, health, development, and learning. Providing an early care and education environment that supports appropriate physical activity for infants helps them with developing movement skills, such as sitting up, rolling over and crawling. During the first six years of life, children will develop gross motor skills (like kicking and throwing) and learn healthy habits by participating in physical activity. Although they may seem to be active and energetic, most children do not get the recommended amount of physical activity they need. Habits are learned early in life, so being active while in an early care and education center can create lifelong physical activity habits. Because the hours spent in an early care and education setting are such a large part of the child's waking hours, it is essential that early care and education curriculum include as much of the total time and type of physical activity children need daily as possible.

Children attending Precious Gems Academy shall engage in active play according to the following recommendations:

- Staff will promote developmentally appropriate physical activity to help children (and themselves) prevent overweight/obesity and practice lifetime healthful habits.
- Teachers shall lead teacher-directed activities or games that promote moderate to vigorous physical activity over the course of the day, indoors or outdoors.

- Staff will participate in active play or stand near the children during active playtime, instead of sitting on the sidelines.
- Active play will not be withheld from children as a punishment.
- Children will play outdoors except when weather or air quality poses a significant health risk.
- Children will have access to water during outdoor play.
- Staff and parents will be provided with education and professional development regarding physical activity at least twice per year.
- Children need to be dressed appropriately for the current weather conditions to play outdoors: Snow: heavy coat, waterproof boots, hat, and mittens/gloves. Rain: raincoat and waterproof boots. Different temperature throughout the day: layers of clothing. Sunny days: lightweight clothing that is sun protective, including long-sleeved shirts and hats.
- Footwear should provide support for running and climbing. **Examples of appropriate footwear** include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily.

**Examples of inappropriate clothing and footwear include** Footwear that can come off while running, or that does not provide support for climbing (examples: flip-flops and clogs). Clothing that can catch on playground equipment (examples: clothes with drawstrings or loops). Clothing that does not protect children from the current weather conditions.

### **Infants (birth to 12 months)**

Babies who are not yet crawling spend 3 to 5 minutes (and more as the infant enjoys the activity) on their tummies interacting with their teachers/caregivers each half day while awake.

Infants are not placed in restricted equipment for more than 15 minutes at a time, except during meals and napping.

All infants play outdoors 2 times daily. Riding in a carriage or stroller may account for no more than 1 of the outdoor play periods for infants when weather permits.

### **Toddlers (12 months to 3 years old) and Preschoolers (3 to 6 years old)**

Toddlers shall participate in 60 minutes per day of moderate to vigorous physical activity.

Preschoolers shall participate in 90-120 minutes per day of moderate to vigorous physical activity when enrolled in the wraparound program and 60 minutes without wraparound.

Children have *outdoor play* for 60 minutes per day except in adverse weather conditions that require shorter periods outdoors.

### **Transitions**

When a child is ready to transition to the next age group, we will always contact the parent/guardian first. We will have the child visit the new classroom several times in a two-week period to get him or her adjusted to their new environment. All assessments and evaluation paperwork will be moved up along with the child to the next classroom.

### **Confidentiality**

Because the staff at the Academy works as a team, each adult knows and interacts at times with every child. Therefore, all observations and other assessment data may be shared with all staff members. Information about family situations, special needs, and other sensitive issues is shared on an as needed basis. Student workers, volunteers, and other adults working within the school are only informed of such sensitive issues when they are a part of keeping the child safe or supporting the child's inclusion. All adults working in Precious Gems sign the following confidentiality agreement.

*"As an individual working, observing, and/or regularly volunteering at Precious Gems, I may become privy to confidential information regarding children and families. It is of the utmost importance that I realize that all such information is strictly personal and confidential and can only be shared within the confines of the Academy. I will discuss children's behavior out of the hearing distance of the children, and I will discuss the families, children, and staff for professional purposes only. When I encounter families, children, or staff outside the school, I will be courteous but use discretion. I understand that written authorization is required before disclosing any information regarding a child to an outside agency or individual. I know that*

*confidentiality is an ethical obligation and that it is a requirement for my continued involvement at the Center. By signing this statement, I agree to understand and practice Precious Gems Academy confidentiality policy at all times."*

In addition, we require that families respect the privacy, not only of their child(ren), but of all other children and families. We encourage open, honest, informal, and frequent communication among staff and parents. However convenient, hallways, classrooms, or the playground are not appropriate places for conversations about sensitive matters. A child's teacher or the Director may suggest a phone call or meeting to discuss concerns raised initially in regular conversation that would be more appropriately addressed privately.

In accordance with Health Insurance Portability and Accountability Act (HIPAA) guidelines, official written records for each child are kept in files in a locked office and released only to the individuals working with a child, as described above, or those for whom parents sign a written release. These files include enrollment forms, final conference reports, health assessments provided by physicians, results of health screenings, reports of diagnostic assessments released to the school by parents, individual education plans, etc. Staff documentation of children's behavior and development, including specialized records for children whose special circumstances require extra classroom documentation are kept in classroom locations accessible to teachers but out of the reach of children and out of sight of classroom visitors.

### **Center Hours**

The Academy operates year-round Monday – Friday 7:15 am – 6:00 pm.

The Academy will be closed to observe the following holidays:

|                  |                            |
|------------------|----------------------------|
| Labor Day        | Dr. Martin Luther King Day |
| Thanksgiving Day | President's Day            |
| Christmas Day    | Memorial Day               |
| New Year's Day   | Independence Day           |

The Center will be closed for one-week winter break and one-week spring break in order for annual maintenance to be performed. During in-service periods, teaching staff are required to report for professional development.

### **Tuition Regulations**

Tuition payments are due on the first of every month (if the 1st falls on a weekend day, then it is due the Friday before). Tuition will not be prorated or discounted because of absences or school closings.

A \$25 late fee will be assessed for payments received after the 5th of the month. If payment is not received by the last day of the month, the enrolled child will be excluded until the balance is paid in full. Perpetual lateness will result in expulsion.

Any family experiencing financial hardship should consult with the Director. Every attempt will be made to assist you.

### **Registration/Withdraw.**

A completed enrollment packet including a Universal Health Record or updated immunization record must be submitted before a child may attend. Should any information on your child change, an Academy administrator should be notified immediately in writing.

If you decide for any reason to withdraw your child from the Academy, a 30-day written notice is required in order to receive your initial deposit. This notice must be submitted to Administration. If you decide to withdraw your child without a 30-day notice or don't complete your promised 30-days, you automatically forfeit your deposit and any tuition paid.

### **Vacation Policy**

Families are required to advise the Director at least 30 days in advance of an extended absence. If the child does not return after four weeks, the security deposit will be applied, and the child will be no longer enrolled at the Center. NJCK families will be charged the State fee for vacation time.

### **Solicitation**

Precious Gems has a "No Solicitation Policy." Participants are not permitted to solicit sales of non-Precious Gems sponsored goods of any sort while at the Academy.

### **Routines and Transitions**

#### *Sample Daily Schedule (Full-Day Preschool)*

**Greeting:** Teachers greet each child as he or she enters the classroom.

**Free Choice:** After following the arrival routine, children choose from a variety of activity centers and play areas in their classrooms.

**Snack Time:** Children are offered a nutritious snack provided by the Academy. Snack is typically prepared in the classroom unless a cooking activity is planned for the children. The snack menu is posted in each classroom and on the parent bulletin board, as well as being on our web site that is updated monthly.

**Circle Time:** Children meet as a classroom community with their teacher to discuss the school day and learn about key concepts related to the theme.

**Activity Time:** Children choose from a range of independent and/or teacher-directed activities from a variety of areas such as: arts, blocks, computers, cooking, dramatic play, games, writing center, puzzles and other manipulatives, and sensory tables.

**Group Time:** Children meet with their teachers for bathroom, snack, and story time. Each teacher also plans music, movement, and other skill building activities to target specific developmental needs of the group.

**Outdoor Time:** Children go outside every day except in extreme cold and rainy weather. Children choose from a wide variety of activities including sand play, tricycle riding, dramatic play, nature exploration, climbing, sliding, and other large motor games.

**Lunch Time:** The children are provided a nutritious lunch that is approved by the Department of Agriculture's food program.

**Nap Time:** Children rest quietly on covered cots. The classroom environment is dimmed, and soothing music is played at a low volume.

**Snack Time:** Children are offered a nutritious snack provided by the Academy.

**Journal Time:** Children make a daily entry in their personal journal. Depending on their skill level, children may draw, copy words, dictate a story, or use invented spelling to express their ideas.

**Activity Time:** Children move among activity centers, work on extended projects related to the theme, and play in the block area, housekeeping area, or sand table.

**Outdoor Time:** Children go outside every day except in extreme cold and rainy weather. Children choose from a wide variety of activities including sand play, tricycle riding, dramatic play, nature exploration, climbing, sliding, and other large motor games.

**Dismissal:** Children are signed out from the Academy by an authorized adult. Binders containing attendance sheets are in child's classroom.

*NOTE: Teachers will provide specific schedules via a Welcome Letter that will be provided on the first day of the new school year.*

### **Absence/Late Arrival**

Absences or late arrivals should be reported by 9:00 am. If a child is absent due to illness, a description of symptoms should be provided. It is strongly suggested that children arrive at the Academy by 9:00 am. When this is not possible, parents must inform the Academy administration.

### **Late Pick Up/ Drop Off**

A fee of \$25 will be charged for every fifteen minutes per child, starting at one minute after the part-time program ends (3:00 pm), the Academy closes (6:00pm), or Morning drop off (9:00am). Parents/guardians must sign a late pick-up form and submit late fee within 24 hours. Habitual lateness will result in dismissal from the program.

### **Child Belongings**

For your child's safety, dress your child with proper shoes - sturdy, closed-toe, rubber soled shoes (no flip-flops, crocs, or clogs). Sneakers are the preferred footwear. For your convenience, please choose washable clothes. Send an extra change of clothing for your child on the first day of school in case a child's clothes become wet or soiled. Please include shoes, shirt, pants, socks, and underwear and label all clothing with your child's name. Remember to update this extra set as the weather changes and as your child grows! Provide adequate outer clothing for your child and label all items.

We spend time outside every day, except in extreme heat/cold or heavy precipitation. Since weather can be unpredictable especially in the fall and spring, please provide clothes to layer for warmth. In the winter, send boots, gloves, hats, and snow pants.

Encourage your child to bring only books that are clearly labeled to share with his/her class. We prefer that your child leave toys or things that are breakable at home. These often are mislaid and/or picked up by other children, causing upsets and disagreements that could have been avoided.

### **Holidays and Birthdays**

At Precious Gems, holidays are viewed as educational opportunities that give us the chance to learn about our diverse school community. As part of our emphasis on family identity and respect for diversity, we encourage children to talk about their family traditions, and we share stories related to the meaning of holidays. We plan age-appropriate activities to involve the children in preparing for simple school celebrations and to help them contribute to family events (i.e., basic cooking, making gifts, and so forth). We limit our school celebrations to very brief spans of time to attempt to maintain our regular school routine.

Birthday celebrations for young children at school can be a special time for the child to share with friends at school and, when possible, for families to join the celebration. Please contact your child's teacher when your child's birthday is approaching, to plan the timing of the celebration to best fit your schedule and to review ingredients of special treats that might impact classmates with food allergies. If you plan an additional birthday celebration outside of school time, please mail invitations from home unless the **entire** class is invited.

### **Field Trips**

Parents are required to sign a permission slip for each trip individually and will be asked to contribute toward the cost of admission and transportation. At all times, we maintain a ratio of one adult to four children for off-site trips children. The children are all assigned in advance to specific staff members.

At all times, when transporting children all passengers are required to use approved child safety-restraint devices in accordance with the manufacturer's instructions.

Special trips and events occur throughout the year but most especially during our summer program. All children enrolled during the months of July and August will be expected to participate in all on and off-site activities for which they are present. An additional summer activity fee will be collected in mid-June.

### **Health and Safety Guidelines**

At all times, health and safety are top priorities at Precious Gems. Everyone's vigilance regarding health and safety issues contributes significantly to our effectiveness. Always assume that you are the only one who notices a problem or potential problem and bring it to the attention of a staff person.

### **Nutrition/meals**

The center provides breakfast, lunch, and pm snacks for children ages 1yr-6yrs. We serve only chicken, turkey, beef, and fish products. No pork.

Parents are required to inform the center upon enrollment and make special arrangements for children who require a special diet due to allergies. A food allergy plan, food substitute list, and required reaction medications list must be completed and signed by the doctor for the center to provide the special diet. A separate complete bottle of the prescribed medication the reaction medicine must remain at the center.

### **Breastfeeding policy**

Because breastfeeding has been shown to be the best form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies.

Precious Gems Academy subscribes to the following policy:

1. Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area will have an electrical outlet, comfortable chair, and nearby access to running water.
2. A refrigerator will be made available for storage of expressed breastmilk. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.
3. Sensitivity will be shown to breastfeeding mothers and their babies. Precious Gems Academy is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.
4. Staff shall be trained in handling human milk. All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. The center will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Special precautions are not required in handling human milk. Storage Guidelines for Human Milk:

[http://www.cdc.gov/breastfeeding/recommendations/handling\\_breastmilk.htm](http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm)

<https://healthychildren.org/English/ages-stages/baby/breastfeeding/Pages/Storing-and-Preparing-Expressed-Breast-Milk.aspx>

5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression. Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in a little earlier or leave a little late to make up the time.
6. Breastfeeding promotion information will be displayed. The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the

center.

## **COVID-19 Guidelines**

Precious Gems Academy is committed to keeping our facility a clean and sanitized environment for the health and wellbeing of our children and staff. All classrooms, toys, equipment, and bathrooms and laundry are sanitized and cleaned every day. Surfaces that children/ staff touch throughout the day are sanitized after every use. It is recommended for all staff members to wear facial mask while being inside our facility. Children over two years of age are encouraged to wear mask inside the building. Family's that opt to have their child not to wear a mask inside our facility, must fill out a facial mask waiver.

Parents/guardians are NOT allowed to enter the building at this time. Drop off/ Pick up will take place at the front door of the building. Temperature checks/ health evaluation will be done upon entering the building for every staff member and child. Staff and children are to wash their hands upon entering the building and after every meal and activity. Social distancing is also encouraged inside the classroom and outside in the playground area when possible.

## **Staff Responsibility**

Staff members are responsible for maintaining a healthful environment. We begin with our own health by submitting annual health appraisals. All staff members submit criminal record and child abuse clearances as part of the employment process. We participate in an annual pediatric first aid / CPR class. Each classroom has a well-equipped first aid kit. Each teacher carries a pack with basic first aid and emergency information that is used for all field trips, as well as a backpack with additional supplies for emergency situations. We practice a variety of drills as specified in our Emergency Action Plan in a serious but non-dramatic fashion with the children at a rate of one per month.

Any Precious Gems member who has reasonable cause to believe that a child is being subjected to abuse or neglect is required by N.J.S.A. 9:6-8.10 to report such allegations to the State Registry Hotline (1-800-NJABUSE) immediately. The NJ Division of Child Protection and Permanency is the agency that has legal mandate to investigate allegations of abuse. The Prosecutor's Office also has legal mandate to investigate. As part of the investigation, a child may be removed from the school and taken to the Prosecutor's office.

Staff members are responsible for daily checks of their classrooms and shared spaces for hazards such as missing safety covers on outlets and removal of items in disrepair. Precious Gems is a smoke-free environment with a safe water supply from the Flemington Township and heating, ventilation, and cooling systems maintained in accordance with national standards. We diligently monitor the status of our safety equipment and use an integrated pest management program.

With the help of cleaning staff, we follow a daily duties checklist for cleaning and sanitation throughout the school, including toys and water play areas. All staff members follow standard precautions to minimize spread of infectious disease and store hazardous materials in locked cabinets. We follow parent and/or health professional recommendations regarding children who have allergies, and we limit classroom pets to birds, fish, amphibians, worms, insects, and mammals with semi-annual vet checks. We use a weather watch chart to determine safe temperatures for outdoor play, as well as subscribing to an air quality alert system that provides notices of hazards in our area. During the summer, when children are outside for a longer time and wearing bathing suits, we will apply sunblock with a minimum UVB and UVA protection of SPF 15 if it is authorized in writing and provided by the family. At this time, our area is not designated by health authorities as high-risk of insect-borne disease; but if that changes, we will use daily application of repellent containing DEET when parents provide written authorization and appropriate repellent. Because hand washing is the #1 preventive measure to avoid the spread of disease, we explicitly teach, scaffold, and monitor hand-washing procedures that involve the use of liquid soap and running water, with vigorous and thorough rubbing for 10 seconds (the length of the alphabet song), followed by paper towel drying.

Teaching staff and the children wash our hands upon entry, before snacks and meals, before and after food preparation, after toileting and diapering, after contact with bodily fluids, after play in the water table or

with infants and toddlers, and after re-entry from the outdoor play, as well as after any messy activities or contact with pets. Adults also wash their hands after assisting with toileting, handling garbage or cleaning, and before and after feeding a child or administering medication.

### **Ratios and Staffing**

Precious Gems maintains required staff: child ratios at all times and better ratios most of the time.

|                  |                      |      |
|------------------|----------------------|------|
| Infants/Waddlers | 0-18 months          | 1:4  |
| Toddlers         | 18 month – 2.5 years | 1:6  |
| Preschool        | 2.5 -4 years         | 1:10 |
| Pre-K            | 4-5 years            | 1:12 |

At any time when children are present in the Academy, there are at least two adults present. Staff members, as a group, supervise preschool children primarily by sight.

### **Illness and Injury**

Staff members greet children at the beginning of the day, being watchful of their appearance as they enter and throughout the day. Children who become sick at school are removed from the group and cared for until parents can be contacted to come for the child. Young children often experience falls or bumps during the course of a day, especially when outdoors or during active play. Usually, they do not result in injury and are handled with simple comfort, a drink of water, or a sympathetic bandage or ice pack. When children sustain a cut, bruise, or other injury, staff members will provide treatment according to procedures specified in our pediatric first aid training. They will report the injury to parents, guardians, or caregivers, recommend treatment by a medical professional if appropriate, and complete an injury report within one day. Copies are kept in a central office file, the child's file, and given to the family. Parents or guardians will be notified immediately in case of a more serious accident and prompt action will be taken by contacting EMS personnel. If necessary, we will accompany the child to the hospital preferred by the family.

Prior to the child's first day of school, parents are required to submit a current health assessment of the child, including either proof of the recommended immunizations or a signed statement indicating that the family has objections to immunization. Thereafter, parents must submit an updated form after the yearly well child checkup. Parents of children speaking English as a second language are asked to complete a form detailing the children's level of proficiency and then invited to dialogue with teachers regarding strategies to assist the child's transition as necessary. Parents of children with allergies must complete an additional form giving guidelines appropriate to the child's needs, with detail regarding provision and storage of special foods (labeled with the child's name and date), necessary adaptations of activities or environment, responses staff should take in the event of an allergic reaction, and any necessary staff training. Parents of children with other special needs should contact an administrator for guidance regarding necessary documentation and advance planning with the staff.

### **Sick Children**

Precious Gems relies on family members' thoughtful assessment of each child's health before sending him or her to the Academy. Even if your child insists on attending school, please keep him or her at home if any of the following symptoms are evident. Any of these may indicate the beginning of an illness, which might be easily communicated to other children.

- temperature above 100.4 degrees within the past 24 hours
- Diarrhea
- Rash, bump or other out-of-the-ordinary skin conditions
- Flushed face, "watery" or "glossy" eyes
- Excessive running nose
- Deep or dry cough
- Continuous sneezing
- Sore throat
- Vomiting within the past 24 hours
- Unusual irritability, listlessness, fatigue



**Our COVID SICK POLICY Guidelines are listed below:**

**Children with any ONE of the following symptoms will not be allowed in the building and will have to be checked by a doctor and COVID tested prior to returning to school.**

**runny nose  
cough  
rash  
fever of 100.4 or higher  
vomiting  
Diarrhea**

**A Child can opt out of taking a COVID test by quarantining for 14 days from feeling sick.**

**If traveling out of the country, Child must be quarantined for 7 days and then COVID tested in order to be able to return to school. Or quarantined for 14 days no COVID test required.**

**If a child has been exposed to a family member that has tested positive for COVID-19, Child must quarantine for 10 days and have a negative test to return to school.**

**If a child has tested positive for COVID-19, Child must quarantine for 10 days from positive test and have a negative rapid test to return to school.**

Please let the main office know if your child has contracted a contagious condition or disease so that we can notify other families and staff members who might be affected.

In most cases in which medication is required, physicians recommend that the child be on medication for a full 24 hours before returning to school. **In addition, please keep your child home until the child is well enough to participate fully in both indoor and outdoor activities because we do not have staff members available to supervise children indoors while the rest of the class is outdoors.** If medication needs to be given while the child is at school, please bring the medication in its original labeled container with written directions from the doctor to the office and complete a medication authorization form. **Do not send medication in the child's lunchbox or backpack.**

### **Illness Policy**

To maintain a healthy environment for all children and staff, the illness policy must be strictly observed. If a child exhibit any of the following signs or symptoms of illness, parents/guardians will be called to pick up the child immediately:

- Vomiting
- Elevated auxiliary temperature of 100.4 degrees Fahrenheit
- Conjunctivitis
- Evidence of Lice, Scabies, or other parasitic infestation
- Diarrhea
- Infected, untreated skin patches or rash
- Yellow eyes or jaundice skin
- Blood in urine
- Skin lesions that are weeping or bleeding
- Severe pain or discomfort
- Difficult or rapid breathing
- Swollen joint.
- Stiff neck
- Extreme lethargy
- Inability to participate in our regular program.

If your child is excluded for any of the above symptoms, you will receive a statement of illness from a **staff member listing the symptoms for which your child is being excluded and the length of time for which they need to be excluded. This statement of illness requires a parent/guardian signature. Children must be removed** from the Center within 30-minutes of notification. Exceptions will **not** be made to the Illness Policy.

**Children on antibiotics will need to be kept home for their first dose before returning to the Center.**

A Child who contracts any of the following diseases may not return to the center without a physician's note stating that the child is no risk to him/herself or others:

|                        |                   |                |
|------------------------|-------------------|----------------|
| Chicken Pox **         | Giardia Lamblia * | Impetigo       |
| German Measles         | Hepatitis A *     | Lice           |
| Hemophilus Influenza * | Salmonella        | Scabies        |
| Measles *              | Shigella *        | Conjunctivitis |
| Meningococcus *        |                   |                |
| Strep Throat           |                   |                |
| Tuberculosis *         |                   |                |
| Whooping Cough *       |                   |                |

\* Reportable diseases that will be reported to the health department by the Center.

\*\* If your child has chicken pox, a doctor's note is required stating that the sores have dried and crusted.

Please be responsible and respectful if your child is not feeling well. The health and well-being of the children and childcare staff is important. Isolation is one of the best ways to prevent the spread of illness. If your child is not well, **please keep him/her home.**

### **Medications**

We strongly encourage you to administer medicine at home. If medicine must be administered at the Academy, the following conditions apply.

Medicine will only be given to a child with the written consent of the child's parent/guardian. Medication Authorization forms are available and must be filled out by you and signed by your child's physician before the staff will administer any medicine.

All medicine must be in its original container, which has been labeled with the child's name, the name of the medicine, the date it was **prescribed** and directions for administration.

Fever reducers are not permitted. **If your child is given a fever reducer at home, they should stay home for 24 hours without another dose and be fever free before returning to the Academy.** All other non-prescription medications will need a physician's approval on the Medication Authorization form that may be obtained from the center administrative staff.

### **Oral Health**

Children's teeth will be brushed at least once a day in the classroom. The program will supply an age-appropriate toothbrush (for age 1 and older) and toothpaste. Toothbrushes will be dried sanitarly in a rack. A soft piece of moistened paper towel will be used with the infants.

### **Emergency Closings**

Information regarding a closing or a delayed opening will be available by 6:15 am on the main phone line 908-237-0500 (Flemington). An electronic message will be sent regarding closings or delays to all families who provide the Academy with an email address. Closings/delays will also be announced on Precious Gems Facebook page and on the Sandbox parent portal.

### **Child Emergency**

A staff member who is trained in CPR and first aid is always on duty. A first aid kit is kept in every classroom. In the event of an emergency, parents/guardians will be contacted immediately. If we feel it necessary, we will contact Emergency Medical Service to assist us in first aid procedures or to transport the child to the Hunterdon Medical Center, Flemington. Should a child have to go to the hospital, a staff member will accompany the child. It is especially important to keep your enrollment form updated as this is where we will obtain the emergency information.

### **Other Emergency Situations**

The children's safety is our first concern. Fire drills are conducted monthly to ensure children's familiarity with the procedures. The Academy is equipped with fire extinguishers and a fire alarm system.

If there is a power failure at the Academy and it is determined that it is necessary to close the Academy, parents/ guardians will be notified to plan for early pick up for their child.

If an emergency develops and it is determined that the building or premises are unsafe, the children at the will be relocated to the Evergreen Meadows Plaza. If it becomes necessary to evacuate the area, children will be transported to the church. Parents/Guardians will be notified of this situation and what arrangements may need to be made to pick up their child. All staff have received Emergency Preparedness training which includes evacuation procedures.

### **Discipline Policy**

Positive discipline is used at Precious Gems. Positive discipline respects the rights of the child, the group, and the adult. Precious Gems expects all children in the Academy to show respect for their peers, teachers, and property.

*Our first efforts towards preventative discipline:*

- Planning the program to meet the needs of the child.
- Having clearly defined rules and limits that are consistent.
- Having a well-planned daily schedule
- Offering problem solving assistance
- Encouraging feelings of self-worth and confidence
- Providing time and space for each child to be alone
- Sharing ownership and responsibility with the children

*Positive discipline will be used when intervention is necessary:*

- Redirecting the child to a new activity to change focus of behavior.
- Providing individualized attention to help the child deal with a particular situation.
- Providing alternative activities and acceptable ways to release feelings.
- Pointing out natural or logical consequences of their behavior
- Removing the child from the area or activity for a few minutes so that he/she may gain self-control.

Parents/guardians will be notified if inappropriate behavior is interfering with the child's learning and a parent conference will be set up to discuss the problem and potential solutions. Should a child exhibit behavior disruptive of the program or become a danger to him/her or others, Precious Gems may ask the child to be suspended or expelled from the program. Payment for the time a child is suspended or expelled **will not** be refunded.

### **Expulsion Policy**

Unfortunately, there are situations that we have to expel a child from our program either on a short term or permanent basis. Every effort will be made to work with the family of the child in order to prevent this policy from being enforced.

The following are reasons why a child may have to be terminated or suspended from the Academy:

***PARENTAL ACTIONS FOR CHILD'S EXPULSION:***

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.

- Habitual tardiness when picking up a child.
- Physical or verbal abuse to staff or program members

*CHILD'S ACTIONS FOR EXPULSION:*

- Failure to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting (three times in a thirty-day period)

*PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION:*

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise positive behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief cool-down time will be given so child can regain control.
- Child may lose certain privileges (i.e., if child throws a block, he/she may temporarily lose his/her privilege of using the block center)
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The Director/ Associate Director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent/ guardian will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team

*SCHEDULE OF EXPULSION:*

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period so that the parent/guardian may work on the child's behavior or to come to an agreement with the Academy.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required for the child/parent to return to the Academy.
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate care (approximately 1-2 weeks' notice depending on the risk to other children's/staff's welfare and safety).
- Failure of the child/parent to satisfy the terms of this plan may result in permanent expulsion from the Academy.

*A CHILD WILL NOT BE EXPELLED:*

- If a child's parent/guardian made a complaint to the Office of Licensing regarding the Academy's alleged violations of the licensing requirements (1-877-667-9845)
- If a child's parent/guardian reported abuse or neglect occurring at the Academy (1-877-652-2873).
- If a child's parent/guardian questioned the Academy regarding policies and procedures
- If Academy does not provide the parent/guardian an adequate amount of time to make other childcare arrangements depending on the risk to other children's welfare and safety.

**Release of Children**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent to take the child from the Academy and assume responsibility for the child in an emergency if the parent cannot be reached. It is the parent's responsibility to sign their child in and out. Children will not be released to anyone under the age of 18.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the Academy needs documentation to that effect which will remain at the Academy and will comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up at the time of the Academy's closing, the Academy will ensure that:

The child is supervised at all times.

Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).

An hour after closing and provided that other arrangements for releasing the child to an authorized person has failed, the staff member shall call the Divisions 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent can be reached.

### **Alcohol and Drug Policy**

If a parent appears to be under the influence of drugs or alcohol, physically or emotionally impaired to the extent that, in the judgment of the site director and/or staff member, the child would be placed at risk or harm if released, police will be called to the Academy to determine further action.

If person(s) authorized to pick up the child appears to be under the influence of drugs or alcohol, physically or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk or harm if released to such an individual, the Academy shall ensure that:

The child may not be released to this individual.

Staff members attempt to contact an alternative person(s) authorized to pick up the child; and if the Academy is unable to make alternative arrangements, a staff member shall call the Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

### **Parking**

The parking lot has spaces reserved for staff and parents with children enrolled in the Academy. The academy holds **NO LOITERING POLICY**. Participants are not allowed to linger in the parking lot or near the premises without reason.

***Always hold the hand of your child when walking in the parking lot.***

### **Security System**

Our security system has two goals: (1) to keep all children safely inside the school and (2) to allow entry only for people who have Academy business.

### **Use of social media**

Precious Gems recognizes the value of online social media tools for connecting with staff, families, donors, and volunteers. Our web presence should project a positive image that is consistent with our mission.

Social media, for the purpose of this policy, should be understood to include any website or forum that allows for open communication on the Internet including but not limited to blogs, wikis, micro-blogging sites, social networking sites, virtual worlds, video and photo sharing websites and content published online by Precious Gems employees.

Precious Gems respects the right of individuals to use these platforms but must adhere to the following guidelines:

Employees are prohibited from posting pictures of any children currently or previously enrolled in Precious Gems on social media at any time.

Parents/Guardians are prohibited from posting photographs or videos (from Precious Gems) of any child other than their own.

Employees may not post on a blog or web page or participate on a social networking platform during work time or anytime with Academy equipment or property.

All rules regarding confidentiality and proprietary business information apply in full to blogs, web pages, and social medial platforms such as Twitter, Facebook, LinkedIn, and similar sites. Any information that cannot be disclosed through a conversation, a note, or an email also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his/her own platform or someone else's, if the employee mentions the Academy and also expresses either a political opinion or an opinion regarding the actions that could pose an actual or potential conflict of interest with Academy, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her opinion is not the Academy's position. This is necessary to preserve the Association's good will in the marketplace. Any conduct that is impermissible under the law if expressed in any other form or forum impermissible if expressed through a blog, web page, or social networking platform. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Academy policies apply equally to employee social media usage.

Precious Gems encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgement. Employees with any questions should review the guidelines and/or consult with their direct supervisor. Failure to follow these guidelines may result in discipline, up to and including discharge.

### **Home Visits Policy**

Conducting a home visit involves educators going to a student's home to get to know her/his family. Although "home visits" are generally conducted in students' homes, the visit can take place anywhere that is convenient for everyone involved.

Home visiting programs promote positive practices parenting that help parents better prepare their children for school. Parents enrolled in home visiting programs are more likely to have a safe play environment at home, provide age-appropriate books, and engage children in structured teaching activities.

### **Community**

We encourage all families to be active members of the community. Furthermore, if you are a member of the regional community club, please let us know and we will happily add it to our list. By clicking on the link, you can find out information as to when and where the meeting takes place.

BOYS SCOUTS OF AMERICA

[www.scoutin.org](http://www.scoutin.org)

GIRLS SCOUTS OF AMERICA

[www.girlsscouts.org](http://www.girlsscouts.org)

HUNTERDON COUNTY CHAMBER OF COMMERCE

[www.hunterdon-chamber.org](http://www.hunterdon-chamber.org)

FLEMINGTON LIBRARY

[www.flemingtonlibrary.org](http://www.flemingtonlibrary.org)

FLEMINGTON RARITAN SCHOOL DISTRICT

[www.frsd.k12.nj.us](http://www.frsd.k12.nj.us)

RARITAN TOWNSHIP FIRE DEPT

[www.raritantownshipfire.com](http://www.raritantownshipfire.com)



I have read and fully understand Precious Gems Academy policies and procedures regarding my child's participation in the program, and the New Jersey Child Care Licensing Requirements.

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Child's Name

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Parent Signature

Date